

MEMORANDUM

TO: School Corporation/Charter School Treasurers/Business Managers

FROM: Kaitlin Boldt, Fiscal Analyst
Office of School Finance

DATE: June 17, 2011

SUBJECT: Biannual Financial Report January 1 to June 30, 2011

The Biannual Financial Report is the basis for information requested by local, state, and federal educators and others for use in planning the management of school finances. The information furnished must be accurate, complete, and reflect the detailed sources of revenue and type of expenditures in exact dollars and cents.

The Biannual Financial Report data must be submitted electronically, as an email attachment, to kboldt@doe.in.gov. The data will not be processed until the certification page is received.

The revised tables of sections, funds, receipts expenditures and objects, as well as the certification page, can be found online at <http://www.doe.in.gov/finance/>. All new line items on the tables have been italicized for easier recognition. Line items that are no longer in use have been struck out on the tables. The certification page must be submitted and include the data found below, if not included in the data file:

1. Investment Balance Outstanding by Fund on January 1, 2011;
2. Statement of Obligations as of June 30, 2011;
3. Certification of the Biannual Financial Report

Please be reminded that the Biannual Financial Report is due in our office on or before July 29, 2011.